

Number	Effective	Title	Owner
II-130	7-93	Temporary Positions	HR Manager

1.1 TEMPORARY POSITIONS

Temporary appointments are limited to 1385 hours in any 12-month period. Employees do not need to be hired from a register. Time worked as a temporary does not apply towards the probationary period of a classified position. All temporaries receive longevity credit.

1.1.1 Benefits

Sick leave, vacation leave, holiday pay, and retirement are earned when the temporary employee:

1.1.1.1 Works 20 hours or more per week **AND** five months, **OR**

1.1.1.2 Is an active member of the Public Employees Retirement System of Idaho (PERSI) through another employer.

When the length of employment is five months or more but the hours per week are sporadic, if the employee works in excess of 19 hours more weeks than they work 19 hours or less, they will receive sick leave, vacation leave, holiday pay, and retirement.

1.2.1 Health and Basic Life Insurance

Health and basic life insurance is received when the employee works 20 hours per week or more and more than five months. If the hours vary every week, but the employee works 433-1/3 hours in more than a five-month period, they will receive health and basic life insurance.

1.3.1 Calculation and Projection

Calculation and projection of the length of temporary employment should be as accurate as possible, since it affects the employee's benefits.

If the employee is signed up for **less than five months but ends up reaching or exceeding five months**, the department and the employee must back-pay retirement. The employee will receive sick leave and annual leave retroactive to when they qualified for retirement. If the employee is **signed up for full benefits but ends up working less than required**, they keep the leave they have accrued. As soon as you know the length of employment will change, contact payroll so the employee's benefits can be changed immediately.

1.4.1 Recruitment and Selection

1.4.1.1 With assistance from the personnel manager, temporary employees will be recruited and selected by the supervisor.

1.4.1.2 The supervisor will conduct placement interviews for each vacancy. A "Record of Interview" form or other similar form must be completed for each vacancy. A "Record of Interview" form or other similar form must be completed for each applicant interviewed. The

supervisor will retain the interview notes and all applications received for one year.

- 1.4.1.3 The supervisor will select the individual most qualified for the position based on job-related factors, affirmative action goals, and notify all candidates interviewed.

- 1.5.1 **Salary**

Salary will be paid on the established salary compensation plan. Pay grade will be established based on point factoring percent relationship that the budget will allow. This is determined annually. The personnel manager will distribute a pay grade listing for temporary positions each year. For positions other than lifeguard and park aide, submit a job description to the personnel manager so salary can be established.

Step A of the assigned pay grade will be used for hiring unless the supervisor can justify a higher step based on such things as returnees, lead work, or recruitment difficulty. Any appointments above Step E must have approval from the region supervisor or bureau chief.

Overtime and EAL will automatically be cashed out when earned unless the supervisor notes on each time sheet to accrue overtime and EAL.

Temporary employees will not receive pay for jury duty.

- 1.6.1 **Paper Processing**

The following forms are to be completed prior to the first working day if possible, but no later than three working days after date of appointment and mailed to the payroll clerk:

- 1.6.1.1 Application
- 1.6.1.2 Notice of Personnel Action (PER 50.76)
- 1.6.1.3 Emergency Notification Data (PER 50.78)
- 1.6.1.4 W-4 Withholding Allowance Certificate
- 1.6.1.5 Seasonal Employee Standards (PER 50.87) (Operations only)
- 1.6.1.6 Immigration Form (I-9)
- 1.6.1.7 Discrimination and Sexual Harassment Statement (PER 50.2) (employee keeps statement — mail in memo with signature)
- 1.6.1.8 Orientation Checklist (PER 50.89) (Operations form — completed first two days on the job)
- 1.6.1.9 Miscellaneous: Deduction form (EIS-53) (Use for rentals — Operations only)

Employees qualifying for retirement, health, or basic life will also complete:

- 1.6.1.10 Retirement System Employee Membership Record (RS2)
- 1.6.1.11 Blue Shield of Idaho or PEAK Health Application
- 1.6.1.12 Continental Life and Accident Company Application

1.7.1 Time Reporting

All temporary employees must complete a time sheet every pay period. It is the responsibility of the employee and the supervisor to ensure time is accurately recorded and submitted to payroll by the required date. Time sheets must be signed by the supervisor.

1.8.1 Performance Rating

Temporary employees will be evaluated during the last week of employment. Forms (PER 50.90) and (PER 50.91) are available, if appropriate.

1.9.1 Terminations

On the last pay period of employment, complete the following and mail to the payroll clerk:

- 1.9.1.1 Notice of Personnel Action (PER 50.76)
- 1.9.1.2 Time Sheet
- 1.9.1.3 Performance Evaluation

2.1 CLASSIFIED EMPLOYEES WORKING TEMPORARY

When practical, the department may employ seasonal certified personnel who are on inactive status to fill temporary positions.

2.1.1 Salary

Salary will be the same for both types of appointments provided the work is similar. If the work is not similar, the temporary pay grade listing will apply.

Temporary time will not apply toward the attainment of permanent status, step increases, or calculation of retention points.